

STEP BY STEP INSTRUCTIONS FOR CALCULATING AVR

ETC Instructions for completing the Weekly Employee Survey Summary Form (Section VI-1)

1. Separate the surveys of those employees that are scheduled to report between the designated window (6-10 a.m. unless otherwise approved). Use only the window surveys to calculate your AVR. The number of surveys returned for the window employees should be entered in Section V.
2. From the employee surveys, add the number of responses for each specific mode for every day of survey week. Enter the daily total in the corresponding box for each mode.
3. For each mode, add across (horizontal) MON through FRI and enter the totals in the far right "Total" column.
4. No Survey Responses (NSR) The NSR number is obtained by subtracting the number of surveys received from the total number of employees reporting in the window. Those numbers should have been provided in Section VII. If the percentage of surveys returned is 60% - 89%, leave the numbers in the NSR mode section. However, if the survey response rate is 90% or higher, you may transfer the daily and total numbers in NSR to line DD. **(Please remember that a minimum of 60% survey response rate is required for an acceptable survey submittal to AQMD.)**
5. Add each individual vertical daily column (MON through FRI) down the summary page and enter each "Daily Totals" in the corresponding box on the back of the summary page.
6. The last total box at the end of the summary and far right of the summary page (right column down and vertical line across) must be the same number when added vertically and horizontally.

ETC Instructions for completing the Weekly Employee/Vehicle Calculation Form (Section VI-2)

1. From the Weekly Survey Summary Form, transfer the weekly totals from the last vertical "Total" column (Form VI-1) to the corresponding categories in column I of the Weekly Employee/Vehicle Calculation Form (VI-2).
2. Perform the divisions as required in Column II and enter results. For example, NSR, Drive Alone, motorcycles are divided by 1; 2 occupant vehicle is divided by 2; 3 by 3, etc., through 15 occupant vehicle. There should be no numbers (0) in Column II from Q through W.
3. **COLUMN I** - Add Column I from NSR down thru Z and enter the total in box ET of Column I. This number represents the total weekly employee trips.
 - Continue adding from box ET in Column I thru DD and put the total in box EE.
 - In box FF insert the daily number of employees scheduled to report in the window. This number should correspond to the number provided in Section VII.
 - Multiply the number in box FF by 5 (days) and insert the total in box GG. Box GG and box EE must be the same for an acceptable AVR calculation.
 - The numbers in boxes EE and GG must also match the number shown in the instructions for Step 6 above.
4. **COLUMN II** - Add Column II from NSR down thru P and enter the total in box TV. This number represents the total weekly vehicle trips.

ETC Instructions for completing the AVR Planning Form (Section VI-3)

1. Transfer line ET, Total Employee Trips and line TV, Total Vehicle Trips to the AVR Planning Form (VI-3), line 1 and 2 respectively.
2. Complete the remainder of the form as instructed. Line 3 will provide your current AVR.

For detailed information on how to calculate your AVR, you may contact your Transportation Specialist at (909) 396-3271.